McLENNAN COMMUNITY COLLEGE

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

Advanced Cardiopulmonary Anatomy & Physiology

RSPT 1340.001

ERICA DE SANTIAGO

NOTE: This is a 16-week Face-to-Face course.

Course Description:

This course provides an advanced presentation of the anatomy and physiology of the cardiovascular and pulmonary systems. The student will describe and explain advanced concepts of cardiopulmonary anatomy and physiology; describe the neurology of breathing, ventilation/perfusion concepts, and gas transport from the lung to the tissues.
Semester Hours 3 (3 lec).

Prerequisites and/or Corequisites:

Prerequisite: BIOL 2402 or BIOL 2404

Course Notes and Instructor Recommendations:

You will need a computer, webcam, and internet access daily. If your home computer becomes unusable for any reason, you will need a backup plan. You may use MCC campus computers or local library computers. **Lack of computer, webcam, or internet access will not be a reason for lack of participation.**

Instructor Information:

Instructor Name: Erica De Santiago, M.Ed., BSRC, RRT
MCC Email: edesantiago@mclennan.edu
Office Phone Number: (254) 299-8341 with voicemail
Office Location: HP 131
Office/Teacher Conference Hours:

- Monday – by appointment or via email
- Tuesday: 12:00 PM – 1:00 PM
- Thursday: 12:00 PM – 1:00 PM
- Friday: 9:00 AM – 12:00 PM

Instructor Name: Marighny Dutton
MCC Email: mdutton@mclennan.edu
Office Phone Number: (254) 299-8132 with voicemail
Office Location: HP 127
Office/Teacher Conference Hours:

- Tuesday: 9:00 a.m. – 9:30 a.m. and 1:00 p.m. – 1:30 p.m.
- Thursday: 9:00 a.m. – 9:30 a.m. and 1:00 p.m. – 1:30 p.m.
- Friday: 9:30 a.m. – 11:30 a.m. and 1:00 p.m. – 2:00 p.m.

Required Text & Materials:

Title: Cardiopulmonary Anatomy & Physiology
Author: Terry Des Jardins
Edition: 7th
Publisher: Cengage Learning
ISBN: 9781337794909

MCC Bookstore Website: http://www.mclennan.edu/bookstore/

Methods of Teaching and Learning:

Instructional methods include lectures, reading assignments, quizzes, electronic exams, and in-class problem-solving learning activities.

To achieve the Daily Academic Goal, the student will 1) read the weekly textbook assignments, 2) attend the online lectures, and 3) **answer**/**master** the study questions ("ticket" to class). The student will come to campus prepared to participate in activities designed to apply the information learned from the online lectures and reading assignments.

The **"Ticket to Class"** is your answered study questions. Study questions/objectives accompany each online lecture and/or video. If a student fails to complete the "ticket to class," the student will be dismissed from class and earn a zero on the daily quizzes. **NO EXCEPTIONS.**

Participation in class discussions and problem-based activities will be possible only after answering and mastering all study questions. During class activities, teams will work together to solve new problems based on knowledge gained from the online lectures.

Computer Skills Requirements:

Students are expected to be able to:

- *Download lecture files*
- *Operate PowerPoint software*
- *Operate PowerPoint audio*
- *Navigate Brightspace*

Monitor academic progress via Brightspace Grade Book

http://www.mclennan.edu/tech-support/

(MCC technology help desk)

Course Objectives and/or Competencies:

I. Develop a basic knowledge of the anatomical and histological structures associated with the respiratory system including:
   - A. The upper airway
   - B. The lower airways
   - C. The sites of gas exchange
   - D. Pulmonary vascular system
   - E. The lymphatic system
   - F. Neural control of the lungs
   - G. The lungs
   - H. The mediastinum
   - I. I. The pleural membranes
   - J. The thorax
   - K. The diaphragm

II. Develop a basic knowledge of the anatomical and histological structures associated with the cardiovascular system to include:
   - A. Blood
   - B. Heart
   - C. The pulmonary and systemic vascular system

III. Develop a basic knowledge of the anatomical and histological structures associated with the kidney (excretory system) to include:
   - A. Kidney
   - B. Nephron
   - C. Blood vessels of the kidney
   - D. Urine formation, etc.

IV. Develop a basic knowledge of the major concepts and mechanisms associated with cardiopulmonary physiology to include:
   - A. Ventilation
   - B. Pulmonary function measurements
   - C. The diffusion of pulmonary gases
   - D. Circulation
   - E. Hemodynamic measurements
   - F. Oxygen transport

G. Carbon dioxide transport and acid-base balance
H. Ventilation-Perfusion relationship
I. Control of ventilation

Course Attendance/Participation Guidelines:

If a student is not in attendance following the policies/guidelines of the class as outlined in the course syllabus (as of the course census date), faculty are required to drop students from their class roster before certifying the respective class roster. A student's financial aid will be re-evaluated accordingly and the student will only receive funding for those courses attended as of the course census date.

Purpose: McLennan Community College expects regular and punctual class attendance from all students. In Health Professions programs, regular class attendance is expected as a demonstration of professional workplace behavior, and late arrival and/or early departure is considered absenteeism.

Students, whether present or absent, are ultimately responsible for all material presented or assigned in the classroom and will be held accountable for these materials in the determination of their grade. Absences from didactic classes prevent the Health Professions student from receiving the full benefit of the course, diminish the quality of group interaction in the classroom setting and may interrupt progression in the program.

Policy: A McLennan Health Professions student in an on-campus course missing a cumulative of 15 percent of the class meetings due to unexcused absences will be dropped.

Students will be permitted to make up class work such as class activities and assignments (except daily quizzes) missed as outlined in the course syllabus due to absences caused by:

1. authorized participation in official College functions
2. personal illness
3. an illness or a death in the immediate family
4. Pregnant or Parenting Protections under Title IX and/or Texas State Education Code Chapter 51, Subchapter Z, Section 51.982
5. any excused absences as outlined in College policy B-II
    - observance of a religious holy day
    - military service

In all other cases, the instructor has the prerogative of determining whether a student may make up work missed.

Course Schedule

Date		Topic
Week 1	T 1/14	Orientation/ Q&A/ Class Activity
	Th. 1/16	Upper Airways, Pharynx & Lower Airways
Week 2	T 1/21	Neck Muscles, Cartilaginous & NonCartilagenous Airways
	Th. 1/23	Immune Response & Respiratory Zone
Week 3	T 1/28	Exam 1 Review
	Th. 1/30	**Exam 1**
Week 4	T 2/4	Pulmonary Vascular System
	Th. 2/6	Neural control & Lungs
Week 5	T 2/11	Thorax and Muscles of Ventilation
	Th. 2/13	**Exam 2**
Week 6	T 2/18	Ventilation A - C
	Th. 2/20	Ventilation D – F
Week 7	T 2/25	Ventilation - Clinical Application Part A
	Th. 2/27	Ventilation – Clinical Application Part B
Week 8	**T 3/4**	**Exam 3**
	Th. 3/6	Gas Diffusion A & B
March 10 – 14 ----------Spring Break----------		
Week 9	T 3/18	Gas Diffusion C & D
	Th. 3/20	Gas Diffusion – Clinical Application
Week 10	T 3/25	Exam 4 review
	Th. 3/27	**Exam 4**

Week 11	T 4/1	The Heart
	Th. 4/3	The Blood
Week 12	T 4/8	The Vascular
	Th. 4/10	Hemodynamic Measurements
Week 13	T 4/15	Exam 5 Review
	Th. 4/17	**Exam 5**
Week 14	T 4/22	Pulmonary Function Measures
	Th. 4/24	Control of Ventilation
Week 15	T 4/29	Renal
	Th. 5/1	Final Review Day
Th. 5/8	**Comprehensive Final Exam**	1:00 p.m. – 3:00 p.m.

This schedule is subject to change. Check your email and Brightspace Announcements regularly.

Course Grading Information:

The grading is based on a percentage system. Each quiz or examination is graded as the number of correct responses divided by the number of possible correct responses and recorded as a percentage, e.g., 40 correct responses divided by 40 possible correct responses is recorded as 100% or 35 correct responses divided by 40 possible correct responses is recorded as 87.5% rounded to 88%. The grading scale is as follows:

90% - 100% = A **80% - 89% = B** **75% – 79% = C** **60% -74% = D** **<60% = F**

The course grade is the average percentage grade from the quizzes and exams for the semester. The course grade is average. Grades are posted on Brightspace and will not be communicated in any other way. Students will only be able to access their own grades. A grade of C or better defines a passing grade for this course and all other RSPT courses.

Evaluation:

- Individual readiness assessment (IRA) quizzes – 20%
- Team readiness assessment (TRA) quizzes – 10%

- Exams – 70%

  - An **Individual Readiness Assessment (IRA)** quiz is administered at the beginning of each class. This quiz covers information presented in the online lectures. The IRA quiz is a closed-book, secure exam. IRA scores are a component of the Daily Grades.
  - Students will submit a **Team Readiness Assessment (TRA)** during each class. TRA quizzes are closed book. Team members will work on this quiz jointly and submit the completed quiz to the entire group. Full, partial, or no credit will be given for each of the ten questions on the TRA quiz. Each team member will receive the same TRA quiz grade. TRA scores are a component of the Daily Grades.
  - The lowest two IRAs and TRAs will be exempted. **After these exemptions, missed quizzes, leaving after the quiz, using a phone during the quiz, or leaving class early will earn a zero. NO EXCEPTIONS.**

NOTE: if the door is closed, the class has already begun and this will result in missed quizzes (zeros) and an absence. You may join the class after the class completes the quizzes to participate in the review of the quiz and the classroom activity. NO EXCEPTIONS.

Unit Exams and Comprehensive Final Exam (70%)

Five Unit Exams (50%) and a Comprehensive Final Exam (20%) constitute 70% of the total course grade. If a student fails to appear for the test date, a grade of zero (0%) will be awarded for that exam. Please see the **Make-Up Work Policy** below. **HINT:** a family vacation, a night on the town, a hang-over, a shopping trip, car trouble, a rainy day, a Thanksgiving family reunion, a Christmas event, a friend's wedding, rehearsal dinner, getting the date wrong in your planner, or not being ready for the test are **NOT** examples of a college approved absence. Any date/time conflicts must be resolved with me **BEFORE** the exam. **NOTICE**: All unit exams and the Final exam are given electronically via Brightspace in the classroom.

Daily Grades (30%)

- An **Individual Readiness Assessment (IRA – 20%)** quiz is administered at the beginning of each class. This quiz covers information presented in the online lectures. The quiz is a closed-book, secure exam. IRA scores are a component (20%) of the Daily Grades.

- Students will submit a **Team Readiness Assessment (TRA – 10%**) during each class. Team members will work on this quiz jointly and submit the completed quiz for the entire group via Brightspace. The teams will be preselected each class day and a team leader will be assigned by the instructor. Each team member will receive the same TRA quiz grade. TRA scores are a component (10%) of the Daily Grades.
- The two lowest IRA and TRA will be exempted. See above in grading information for more details.
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Testing Policies and Procedure for Security Measures:

- All student possessions will be left at the front of the room during an exam and IRA/TRA quiz **or** at the instructor's choice.
- No smartphones/cell phones or smart watches/watches (Apple, Samsung, Fitbit, etc.) are allowed on the desk or on an arm during an exam or quiz. Watches/Smart Watches & Smartphones/cell phones will be placed in a backpack or purse during the exam & may NOT be taken out until after the student is dismissed from the exam or quiz.
- No sunglasses, hats, visors, or hoodies will be worn during an exam or quiz.
- Students may use instructor-approved earplugs if needed.
- No food or drink on the desk during exams or quizzes.
- Students may use smartphones/cellphones & smart watches/watches after the class is dismissed from the exam and/or quiz about classwork only.

Exam and Quiz Review –

The exam and quiz review purpose is to provide a learning experience for the student.

- Exams and quizzes must be reviewed in the presence of an instructor.
- There will be no notetaking during the exam or quiz review process; no cell phones will be out during the review.

Computer Testing Software:

- You may experience technical issues with computer testing software. Please raise your hand if you are experiencing a technical problem during an exam. If needed, the faculty will re-set your exam.

Follow these rules during the computer exam:

- Save each answer before moving on to the next question
- Do not use the scroll button during a test (this can change the answer you selected)

Course GRADING SYSTEM (GRADE SCALE): The grading scale adopted by the Respiratory Care Program is as follows:

90% - 100% = A **80% - 89% = B** **75% – 79% = C** **60% -74% = D** **<60% = F**

PLEASE NOTE: a course grade of 88.5 = 89, is a B. A course grade of 89.4 is also a B. Do NOT EXPECT your instructor to "bump" grades!!

COURSE GRADES: Grades for this course will be determined as follows:

IRA quiz - 20%
TRA quiz - 10%
Five Unit exams - 50%
Comprehensive Final Exam - 20%

Remediation Plan – Academic Courses

When a student is struggling in the classroom, the faculty will respond, proactively. Students that consistently score less than 80% on their daily F2F quizzes or score less than 80% on any exam will be required to complete an activity of remediation assigned by the instructor of the course **immediately following.** The activity requirements will vary as they will be customized according to factors such as the student's needs, the purpose of the assignment, its content, etc., and the instructor will maintain all records of completion. Students that fail to complete the required remediation activities will receive an "Incomplete" ("I") grade for the course, regardless of overall passing grade point average, until all work is submitted. An "Incomplete" ("I") in any course must be resolved prior to the start of the following semester or the resulting grade will convert to an "F" and the student will not pass the course.

W - WITHDRAWAL - This grade is given for an instructor- or student-initiated course withdrawal through the 60 percent point in the semester or term. After the 60 percent point, an instructor may authorize a course withdrawal and assign either a W, if passing work was being accomplished, or an F if the student was failing the course. In extenuating circumstances, the instructor may assign a W to a student who is not passing through the last regular class day of a semester or term.

I - INCOMPLETE - This grade is given when a course is incomplete because of a student's absence caused by illness or other reasons acceptable to the instructor. The student must have

essentially completed the course to be eligible for this grade. The work remaining should be of such a nature as to not require class attendance. If the work is not made up within the following long semester, an Incomplete (I) will be changed to an F, and the course must be repeated if credit is to be given.

EXTRA CREDIT: Grades for this course will be determined as stated, above. There will be NO extra-credit projects accepted.

COURSE REQUIREMENTS: Respiratory Care Technology Program students are required to maintain at least a **75% average** in all respiratory care courses.

All students must meet the course requirements to be successful in this course and continue within the program.

Late Work, Attendance, and Make Up Work Policies:
Make-up Work: Students are responsible for all material presented or assigned in class and Lab. Students will be held accountable for such materials in the determination of course grades.

If a student misses an EXAM, the student will be permitted to make up the exam if the following occurs: the student **MUST notify the instructor prior to missed exam, and must provide proof of** 1) illness or illness of a family member for whom the student is a caretaker (e.g. single parent) 2 death in the family, 3) religious holy day or 4) approved college activity and makeup missed exam **within one week** following the exam date was administered. Failure to notify instructor will result in a zero.

Exams will be made up in the MCC testing center. If a student fails to follow these instructions for making up an exam, the student will receive a zero (0%) for that exam.

After notifying the instructor of an absence and providing a date for making up the exam, the student must register for the exam using the register last software for the make-up exam in the Testing Center (see Proctored Exam guidelines for students): www.registerblast.com/mclennan

Proctored Exam Guidelines for Students

Proctored testing is offered Monday-Friday. **The latest a student may schedule an appointment depends on the time limit set for the exam. Exams are picked up 10 minutes prior to closing, so students should consider this when scheduling their exams.**

1. All students are responsible for registering for their exams through Register Blast scheduling software, available at www.registerblast.com/mclennan.
2. Students approved for and requesting a human reader or scribe must request these services 24 business hours (1 working day) in advance.
3. All students must bring a valid, **unexpired** government-issued ID to be allowed to test. Acceptable forms of ID include a driver's license, state ID card, passport, military ID, national ID, tribal ID, naturalization card, certificate of citizenship, or permanent resident card (Green Card). Photos must be clear and recognizable. A photo or photocopy of an ID is not acceptable.
4. Students should bring only items approved for testing. No prohibited items are allowed in the testing center. This includes sunglasses, hats/caps, backpacks, bags, purses, hooded garments, jackets/coats, pocketed sweaters, food/drinks, unauthorized calculators, unauthorized textbooks and study materials, cell phones, smart watches, or any device which can receive or transmit a wireless signal (unless permitted as a medically documented device, authorized testing accommodation, or for religious purposes).
5. Children under the age of 18 are not allowed to be left unattended in the Testing Center or any other area of the college during testing.
6. Students should arrive 10 minutes prior to their scheduled appointment time for check-in.
7. **Students who arrive later than 10 minutes past their scheduled appointment time, are considered late and will not be allowed to test and will be required to register for a new testing appointment.**

TESTING CENTER INFORMATION:

Proctored testing is offered Monday-Friday:

- Monday 8:30 a.m.- 7:00 p.m.
- Tuesday & Wednesday 8:30 am – 6:00 pm
- Thursday 10:30 a.m. - 6:00 p.m
- Friday 8:30 a.m.- 5:00 p.m

Summer Semester:
Monday - 8:30 a.m.-8:00 p.m.
Tuesday – Wednesday: 8:30 am – 6:00 pm
Thursday - 11:30 a.m.-6:00 p.m.
Friday – 8:30 a.m. - 5:0 p.m.

The MCC Testing Center is located on the 2nd floor of the Student Services Center. Need help or have questions? Contact the Testing Center at 254-299-8453 or testingcenter@mclennan.edu

If the student cannot provide documentation to meet the class requirements for absences for a missed exam, or the student doesn't make up the missed exam during the week following the absence, the student will be withdrawn from the course.

Regular and punctual attendance is expected of all students, and each instructor will maintain a complete record of attendance for the entire length of each course, including online and hybrid courses. Students will be counted absent from class meetings missed, beginning with the first official day of classes. Students, whether present or absent, are responsible for all material presented or assigned for a course and will be held accountable for such materials in the determination of course grades. **Absence from 25 percent** of scheduled lecture **meetings (8)** will be taken as evidence that a student does not intend to complete the course, and the student will be withdrawn from the course with a grade of **W**. The instructor may reinstate the student if satisfied that the student will resume regular attendance and will complete the course.

If the student's 25 percent absences from **lecture classes (8)** are reached after the official drop date, the instructor may assign a **W**, if the student is passing and requests to be withdrawn. However, if a student who is not passing reaches the 25 percent point after the official drop date, the student will receive an **F**. In extenuating circumstances, the instructor may assign a **W** to a student who is not passing.

Each absence will count toward attendance requirements in this course. Also, the instructor has the prerogative of determining whether a student may make up work missed due to absences for other reasons. **It is the student's responsibility to inform the instructor of the reason for an absence and to do so in a timely fashion.**

Students are expected to be in class, on time.

For security purposes, the doors will always remain closed. If the student cannot be in the classroom by the time class starts, or if the student must leave the classroom for an emergency, the student will quietly pick up course materials and leave. This will result in an absence, therefore, zeros for the daily quizzes. **The students' cooperation is required and appreciated.**

Student Behavioral Expectations or Conduct Policy:

"Students are expected to maintain classroom decorum that includes respect for other students and the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of the education opportunity."

Cell phones and other electronic devices, and PERSONAL TELEPHONE CALLS:

All cellular phones, tablets, laptops, and smart devices must be turned OFF at the beginning of class and placed in a designated area set by the instructor. This also includes smartwatches, Fitbits, etc.

This is NOT optional. If you choose to keep your device in a book bag or purse, you **MUST** place this book bag or purse in the instructor's designated area until all quizzes and/or Exams are completed.

If a student is caught with any of the above devices during **ANY** portion of the **daily quiz or Exam**, the student will immediately receive a ZERO on the quiz or Exam, be referred to the Vice President of Student Services for disciplinary action and be subject to suspension.
NO EXCEPTIONS.

Under extraordinary circumstances and with permission, the student may receive emergency phone calls if placed on vibrate and placed on the instructor's desk during daily quizzes or Exams. Responding to emergency phone calls must be conducted outside the classroom. Take your books and personal items with you when you leave to answer the call. You won't be able to return to the classroom. No personal phone calls (non-emergency) will be allowed during class.

Texting during class not pertaining to classwork will result in the withdrawal of that student from this course.

Students may use laptop computers, tablets, or smartphones to access class work with permission during class, and only after the daily quizzes. Accessing other material or websites during class **WILL RESULT** in the withdrawal of that student from this course. **NO EXCEPTIONS.**

Click Here for the MCC Attendance/Absences Policy
(https://www.mclennan.edu/highlander-guide/policies.html)
Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.

*** Click Here for the MCC Academic Integrity Statement**
(www.mclennan.edu/academic-integrity)
The link above will provide you with information about academic integrity, dishonesty, and cheating.
The Center for Academic Integrity, of which McLennan Community College is a member, defines academic integrity as "a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, and responsibility. From these values flow principles of behavior that enable academic communities to translate ideals into action." Individual faculty members determine their class policies and behavioral expectations for students. Students who commit violations of academic integrity should expect serious consequences. For further information about student responsibilities and rights, please consult the McLennan website and your **Highlander Student Guide**.

Students who cheat or plagiarize will receive a **zero** for the assignment and will be referred to the Vice President for Student Services for disciplinary action and are subject to suspension.

The term "cheating" includes, but is not limited to:
(1) use of any unauthorized assistance in taking quizzes, tests, examinations, or **"ticket" to class;** (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the MCC faculty or staff.

The term "plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment.

It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

All exams are closed book and proctored.

If the instructor suspects that a student is cheating, the student will be asked to leave the class, immediately, and will receive an F (zero) on that quiz or exam. The student will then be referred to the Vice President for Student Services for disciplinary action.

The Director of the Respiratory Care Technology Program and the Dean of Allied Health will be notified, in writing, of the incident.

Subject to Change Disclaimer

The policies, regulations, procedures, and fees associated with this program are subject to change without prior notice, if necessary, to keep College and program policies in compliance with State and Federal laws and/or with rules related to the program's accrediting agency. The College and the program reserve the right to change curricula, rules, fees, and other requirements, of whatever kind, affecting students in any way. The provisions of this document do not constitute a contract, express or implied, between any applicant, student, faculty, or staff member and McLennan Community College or this program.

07/02/2024

MCLENNAN COMMUNITY COLLEGE

ACADEMIC RESOURCES/POLICIES

Accommodations/ADA Statement:

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact Accommodations (Disability Services) as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. For additional information, please visit www.mclennan.edu/disability

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

disabilities@mclennan.edu (254)299-8122 Room 319, Student Services

Title IX:

Title IX of the Education Amendments of 1972 is a Federal civil rights law that prohibits discrimination on the basis of sex in educational programs and activities that receive Federal funds. We care about your safety and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report a Title IX incident are encouraged to immediately contact the Title IX Coordinator at titleix@mclennan.edu or by calling, Dr. Claudette Jackson, (Accommodations/Title IX) at (254) 299-8465.

Additionally, Title IX provides rights and protections for pregnant and newly parenting students which can include educational accommodations such as excused absences

and the opportunity to make up assignments and tests. Lactation spaces are also available on campus. Please email titleix@mclennan.edu for more information.

MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Faculty and Staff may email titleix@mclennan.edu to submit a report.

Individuals may also contact the MCC Police Department at (254) 299-8911 or the MCC Student Counseling Center at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student may report sexual harassment anonymously by visiting https://www.lighthouse-services.com

Visit McLennan's Title IX webpage at https://www.mclennan.edu/titleix/ to learn more about Title IX protections, reporting, and resources.

Student Support/Resources:

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at http://www.mclennan.edu/campus-resource-guide/

Academic Support and Tutoring is here to help students with all their course-related needs. Specializing in one-on-one tutoring, developing study skills, and effectively writing essays. Academic Support and Tutoring can be found in the Library and main floor of the Learning Commons. This service is available to students in person or through Zoom. You can contact the Academic Support and Tutoring team via Zoom or email (ast@mclennan.edu) by going to our website (https://www.mclennan.edu/academic-support-and-tutoring/)

At our campus, we understand that students face numerous challenges beyond the classroom. That's why we offer Success Coaches who are dedicated to helping you succeed. Our coaches know that life can sometimes get in the way of your educational goals. Through personalized meetings, Success Coaches empower you to overcome obstacles, maximize your potential, and create a clear path to both academic and personal success. Our Success Coaches are ready to help you achieve your dreams! Schedule your appointment today by calling 254-299-8226 or emailing success@mclennan.edu.

College personnel also recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources and other essential resources, we encourage you to contact the CREW - Campus Resources Education Web by calling 254-299-8561 or emailing crew@mclennan.edu.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to https://calendly.com/paulannespantry-mcc/15min.

Success Coaching Services, the CREW, and Paulanne's Pantry are located on the second floor of the Student Services building in Success Coaching Services, suite 249.

The Student Counseling Center offers confidential mental health counseling to currently enrolled students at no charge. Counselors are trained to help students with problems related to personal, social, and emotional concerns. Sessions focus on short-term goals in order to facilitate students college success and adjustment. This service is available to students in person or through Zoom.

Make an appointment to meet with a counselor by visiting the center in the Wellness & Fitness building, room 101, calling 254-299-8210, or emailing counseling@mclennan.edu.

MCC Foundation Emergency Grant Fund:

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html to find out more about the emergency grant. The application can be found at https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html

MCC Academic Integrity Statement:

Please view our Academic integrity statement for more information about academic integrity, dishonesty, and cheating. The unauthorized use of artificial intelligence (AI) for classwork can be a violation of the College's General Conduct Policy. Whether AI is

authorized in a course and the parameters in which AI can be used in a course will be outlined by each instructor.

Minimum System Requirements to Utilize MCC's D2L|Brightspace:
Go to https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-StaffCommons/requirements.html for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Minimum Technical Skills:
Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology:
In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

Email Policy:
McLennan Community College would like to remind you of the policy (http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails. For more information about your student email account, go to www.mclennan.edu/studentemail.

Instructional Uses of Email:
Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

Email on Mobile Devices:

The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email Helpdesk@mclennan.edu for help.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- Email Setup for iPhones and iPads
- Email Setup for Androids

Forwarding Emails:

You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

For more helpful information about technology at MCC, go to MCC's Tech Support or email helpdesk@mclennan.edu.

Disclaimer:

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.